

VOLUNTEER PROGRAMS FOR DIRECT CLIENT SERVICES

AGENCY:

ITEM REVIEWED	YES	NO	N/A	✓COMMENTS
A. PERSONNEL				
1. Written process for recruitment of volunteer positions				
2. Filed information on criminal background checks for volunteers who may have unsupervised contact with minors				
3. Written job descriptions for each volunteer position				
4. Completed applications on file for volunteers				
5. Evidence that specific paid staff are identified to supervise volunteers				
6. Documentation of volunteer work time				
7. Evidence that agency complies with TDH HIV/STD policy 522.001, "Reimbursements to volunteers involved in community planning and direct client services"				
9. Policy for resignation/termination of volunteers				
B. ORIENTATION/TRAINING				
1. Volunteer manual describing administrative and operational components of the volunteer program				

ITEM REVIEWED		YES	NO	N/A	✓COMMENTS
2.	Written volunteer orientation and training plan including:				
•	agency's mission statement				
•	services offered				
•	job responsibilities				
C. POLICY/ PROCEDURE					
1.	Drug-free workplace policy that includes volunteers				
2.	Written grievance procedure that applies to volunteers				
3.	Signed confidentiality agreements on file for each volunteer				
4.	Written code of conduct for volunteers to follow while working with clients and staff				
5.	Agreement signed by volunteers outlining expectations of volunteers to abide by agency rules & responsibilities				
RECOMMENDATIONS					